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1953
Edition

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National Standards

FOR

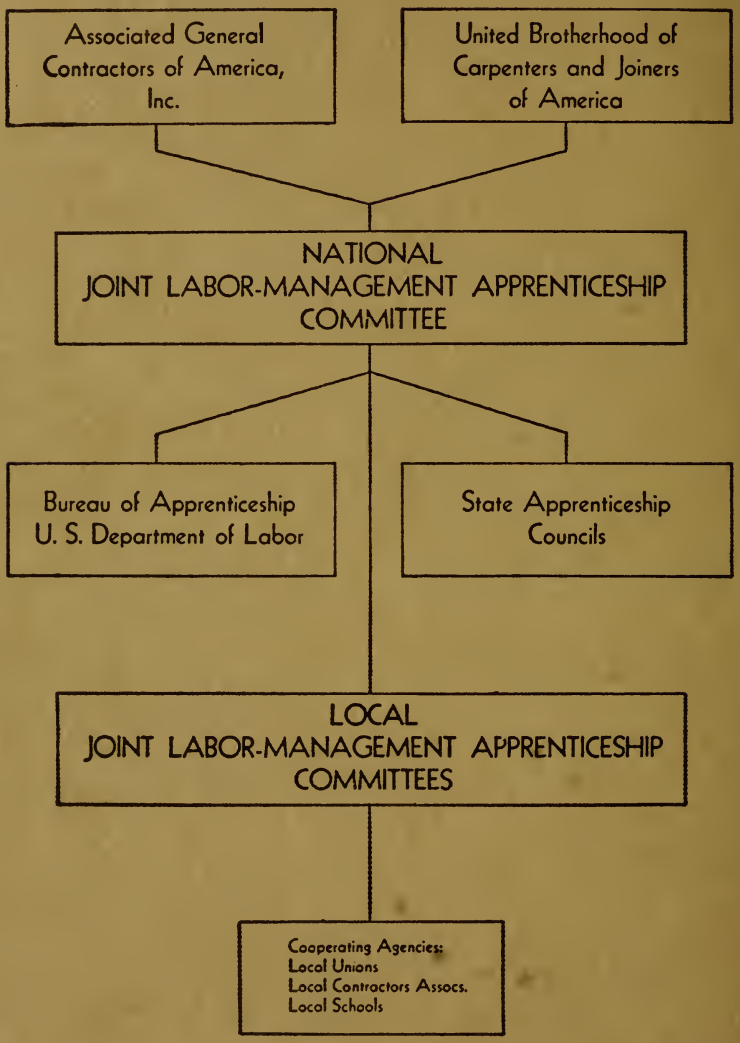
Carpentry Apprenticeship

PREPARED AND APPROVED BY THE NATIONAL JOINT CARPENTRY APPRENTICESHIP COMMITTEE, REPRESENTING THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC., AND THE UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA IN CONFORMANCE WITH STANDARDS RECOMMENDED BY THE FEDERAL COMMITTEE ON APPRENTICESHIP

U. S. DEPARTMENT OF LABOR, James P. Mitchell, *Secretary*

BUREAU OF APPRENTICESHIP, W. F. Patterson, *Director*

APPRENTICESHIP SYSTEM OF THE CARPENTRY TRADE


Associated General Contractors of America, Inc.
United Brotherhood of Carpenters and Joiners of America
NATIONAL JOINT LABOR-MANAGEMENT APPRENTICESHIP COMMITTEE
Bureau of Apprenticeship U. S. Department of Labor
State Apprenticeship Councils
LOCAL JOINT LABOR-MANAGEMENT APPRENTICESHIP COMMITTEES
Cooperating Agencies:
Local Unions
Local Contractors Assocs.
Local Schools

FOREWORD

Set forth in the following pages is the latest version of the National Standards for Carpentry Apprenticeship jointly adopted by contractors and labor. The standards were developed in cooperation with the Bureau of Apprenticeship, U. S. Department of Labor.

National apprenticeship standards in the trade were originally formulated and adopted in 1941 as a guide in providing apprentices the all-round training required for true craftsmanship. The original letters of approval are reproduced in the latter part of the booklet. Since the standards were first formulated, the sponsors—the Associated General Contractors of America and the United Brotherhood of Carpenters and Joiners of America—have made from time to time certain revisions and additions in keeping with training practices proven by experience to be the greatest benefit to apprentices in preparing them for a craftsman career.

Supplementing this latest edition of the standards are examples of an apprentice work schedule and an apprentice record-keeping form. These examples and the explanation of the application of the standards are included in the booklet as additional aid to contractors and labor in establishing and conducting apprenticeship programs.

Serving as a promotional, advisory and policy-recommending body in the trade is the National Joint Carpentry Apprenticeship Committee, the members of which are listed on page 3. The committee encourages and aids representatives of contractors and labor throughout the United States to organize local joint apprenticeship committees and set up apprentice training programs. It is a permanent committee, its members appointed by the Secretary of Labor.

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It is hoped that contractor and labor representatives—members of joint committees and all those concerned with apprentice training in every locality—will take full advantage of these comprehensive, up-to-date National standards in their entirety as a guide in training the youths entering the trade.

W. F. PATTERSON, *Director*,
Bureau of Apprenticeship,
U. S. Department of Labor.

NATIONAL JOINT CARPENTRY APPRENTICESHIP COMMITTEE

Representing the Associated General Contractors of America, Inc:

W. A. Snow, *Secretary*, Washington, D. C.
H. D. Humphries, Atlanta, Ga.
Frederic G. Krapf, Wilmington, Del.
Harold Cladny, Washington, D. C.
Alvah H. Libbey, Minneapolis, Minn.

Representing the United Brotherhood of Carpenters and Joiners of America:

John R. Stevenson, *Chairman*, Indianapolis, Ind.
Maurice A. Hutcheson, Indianapolis, Ind.
Harry Schwarzer, Indianapolis, Ind.
Thomas Murray, Washington, D. C.
Asgar Andrup, Indianapolis, Ind.

APPOINTED BY SECRETARY OF LABOR

The National Joint Committee was officially appointed by the Secretary of Labor on April 3, 1953, at the recommendation of W. F. Patterson, Director, Bureau of Apprenticeship. This appointment was in conformance with section 2 of the National apprenticeship law (Public No. 308, 75th Cong.) which authorized the Secretary of Labor to appoint national advisory committees.

The official letter of appointment, addressed to the chairman of the committee, John R. Stevenson, is displayed on the next page. An additional letter of appointment was also addressed by the Secretary of Labor to each member of the committee.

U. S. DEPARTMENT OF LABOR
OFFICE OF THE SECRETARY
WASHINGTON

April 3, 1953

Mr. John R. Stevenson, First General
Vice-President
United Brotherhood of Carpenters and
Joiners of America
222 E. Michigan Street
Indianapolis, Indiana

Dear Mr. Stevenson:

Under Section 2, Public Law No. 308, 75th Congress, authority is granted the Secretary of Labor to appoint national advisory committees. I find there is need for such a committee to advise me on standards and policies relating to the development of an apprenticeship program for the carpentry branch of the construction industry.

It gives me great pleasure, therefore, to appoint you as a representative of labor on the National Joint Carpentry Apprenticeship Committee.

I am confident that as a member of this Committee you will continue your active effort to build up a strong national carpenters' apprenticeship program in behalf of the apprentices, and in the interest of the industry and the national welfare.

Yours very truly,

Martin P. Durkin

Secretary of Labor

PURPOSE OF NATIONAL STANDARDS

Within the practice of carpentry, there have been developed techniques and standards of workmanship that are of vital economic importance.

To assure their continuance in the field of carpentry, and to give them more vitality, to promote uniformity of practice (both interstate and local), these National Standards for Carpentry Apprenticeship have been formulated by the Associated General Contractors of America, Inc., and the United Brotherhood of Carpenters and Joiners of America, with the assistance of the Bureau of Apprenticeship, U. S. Department of Labor. In the original development and preparation of these standards, the late Oscar W. Rosenthal, as president of the National Association of Building Trades Employers, contributed greatly to their formation.

These National standards cover the basic requirements for an apprenticeship system, and are offered for the guidance of local organizations of employers and journeymen in connection with the training of apprentices. They will serve as a guide in establishing systems of apprenticeship, as well as in advancing and improving existing systems.

The National committee is endeavoring, insofar as possible, to overcome the inherent weaknesses of desultory local systems and to bring about a uniformity of training that will assure a high standard of efficiency and service for those entering the field of carpentry, regardless of the locality of their training.

Further, the committee is endeavoring to encourage journeymen to take advantage of the opportunities offered for improving their skills, to advance themselves in the newer techniques of carpentry, and to keep abreast at all times of the advanced thinking in this field.

The committee would be remiss in its duty if it neglected at this time to impress upon all local joint apprenticeship committees and the members of the local general contractors' associations and carpenters' unions that they should give the closest study to the question of preventing accidents, and should encourage safe working habits among the apprentices.

NATIONAL STANDARDS FOR CARPENTRY APPRENTICESHIP

Part I

PROVISIONS OF STANDARDS

1. Definition of Carpenter Apprentice

A "carpenter apprentice" is one at least 17 years of age and preferably not over 24 (see Qualifications for Apprenticeship on next page).

(a) Who is engaged in learning a trade covered by these standards, and

(b) Who is covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local carpentry joint apprenticeship committee acting as agent of the employer and employee, or with an employer with approval of the agreement by the joint committee, which apprenticeship agreement provides for: 4 years of reasonably continuous employment for such person, his participation in an approved schedule of work experience through employment, and at least 144 hours per year of related supplemental school instruction.

2. Definition of Registration Agency

A "registration agency" as used herein shall mean any State apprenticeship agency recognized by the Federal Committee on Apprenticeship. If no such recognized agency exists in a State. it shall mean the Bureau of Apprenticeship, U. S. Department of Labor.

3. Local Carpentry Joint Apprenticeship Committee

The responsibility for adapting National standards to meet local needs and for administering local carpentry apprenticeship standards shall be vested in a local joint committee, consisting of an equal number of employers and journeymen.

Members of the joint committee shall serve on staggered terms, or until their successors are duly selected by their respective groups.

The committee shall elect a chairman and a secretary. When the chairman represents the employers, the secretary shall represent the employees, and vice versa. The length of term of office for the chairman and secretary shall be determined by the committee. These officers shall retain the right of voice and vote on all matters pertaining to apprenticeship.

In those areas where training in mill, resilent floor, wall covering, and cabinet work is included in the local standards, it is recommended that they have representation on the committee.

4. Ratio of Apprentices to Journeymen

The ratio of apprentices to journeymen shall be worked out according to local practices or agreements.

5. Term of Apprenticeship

The term of apprenticeship shall be not less than 4 calendar years (approximately 8,000 hours), consisting of eight 6-month periods of reasonably continuous employment during such years, and shall include the probationary period and the required hours of supplemental school instruction.

The term of apprenticeship may be extended for 1 year upon satisfactory proof that the apprentice cannot command the prevailing journeyman wage at the end of his 4 years.

6. Qualifications for Apprenticeship

Applicants for apprenticeship shall satisfy the local joint committee that they have sufficient education to learn the related instruction required (see Related School Instruction on p. 10), and that they meet the requirements set forth in the section on Definition of Carpenter Apprentice.

Applicants must be American citizens, or in the process of naturalization, and be physically able to perform the work and meet such other entrance qualifications as shall be established by the local joint committee.

7. Credit for Previous Experience

If the local joint committee finds, upon examining the applicant's records, that the applicant has had previous practical experience in the trade, it may grant him advanced standing on the term of apprenticeship. Such advanced standing will be subject to review by the committee on or before the end of the probationary period. Where advanced standing in the term of apprenticeship is granted the apprentice, he will be paid the rate of the period to which he is advanced.

8. Apprenticeship Agreement

Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee acting as the agent of the employer and employee; or an agreement with the employer, approved by the local joint committee, which shall be registered with appropriate registration agency.

Each apprenticeship agreement entered into under these National standards shall contain:

(a) The names and signatures of the contracting parties.

(b) The place and date of birth of the apprentice.

(c) The time at which the apprenticeship shall begin, and the time of its duration, together with any credit granted on such term of apprenticeship.

(d) A statement that the apprentice shall be taught the carpentry trade.

(e) A statement making the terms and conditions of the local industry standards a part of such apprenticeship agreement.

Apprenticeship agreement forms may be obtained from the Associated General Contractors of America, Inc., Munsey Building, Washington, D. C.; the United Brotherhood of Carpenters and Joiners of America, Carpenters' Building, Indianapolis, Ind.; or the Bureau of Apprenticeship, U. S. Department of Labor, Washington 25, D. C.

9. Probationary Period

Apprentices employed under these standards shall be subject to a try-out or probationary period, to be determined by the local joint committee, which shall not exceed 6 months of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement may be made by the local joint committee at the request of either party to the agreement. After the probationary period, the committee may cancel the agreement for due cause, such as lack of progress or interest.

The registration agency shall be advised of all cancellations and terminations of apprenticeship agreements.

10. Apprentice Wages

The wage rates for apprentices shall be stated in the local standards on a progressive percentage basis of the journeyman wage, preferably at 6-month intervals, and shall average not less than approximately 50 percent of the journeyman wage over the apprenticeship term.

11. Hours of Work for Apprentices

The hours of work for apprentices shall be the same as those for journeymen in the trade covered by the local standards. In assigning work to the apprentice, however, due consideration shall be given to the variety of operations necessary to develop his trade skills.

No apprentice shall be allowed to work overtime if it interferes with his attendance at related instruction classes.

Apprentices absent from the service of the employer through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

12. Work Experience

The apprentice shall be taught the use, care, and effective and safe handling of tools and apparatus commonly used in connection with carpentry. He shall be given the instruction

and experience necessary to develop the skills, theory, and practice of carpentry. He shall perform all duties commonly related to carpentry apprenticeship. (See the recommended Trade Experience schedule for carpenter apprentices on page 17.)

The apprentice must be prepared to furnish his own hand tools as recommended by the local joint committee.

13. Related School Instruction

Apprentices employed under these standards shall be required to attend school classes in subjects related to the trade for at least 144 hours per year each year of their apprenticeship. It is recommended that the United Brotherhood of Carpenters and Joiners' Apprentice Training Course be used for related instruction by State and local groups.

Where it is impracticable to establish related instruction classes, the local joint committee may utilize the related instruction material of the United Brotherhood of Carpenters and Joiners of America on a correspondence basis.

In case of failure without due cause on the part of any apprentice to fulfill his obligations as to school attendance and conduct, the committee shall take necessary disciplinary action.

Where practicable, related training classes should be held during working hours. In no case should the hours of work and related instruction exceed the maximum number of hours prescribed by state or federal law for persons of the age of apprentices.

14. Supervisor of Apprentices

The employer shall designate a particular person, who may be the superintendent, foreman, or journeyman, to be known as the "supervisor of apprentices". He shall with, the advice and assistance of the local joint committee, be responsible for the apprentices' work experience on the job, their attendance at related classes, and the recording of same on record forms adopted for this purpose. (See example of apprentice record-keeping form on page 19.) It shall be his duty to see that these

record forms are complete in every detail and forwarded to the committee at periodic intervals (quarterly). The local committee shall keep a master record of the apprentices' work experience and related instruction.

15. Periodic Examinations

Shortly before the expiration of each 6-month period, the apprentice shall be given an examination which he must successfully pass before he is advanced to the next period. In lieu of an examination, a written report of successful progress from the supervisor of apprentices may be accepted by the committee.

16. Accident Prevention

The apprentice shall be advised as to the great need for preventing accidents, and he shall be given instruction with respect to safe construction methods. He shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation, and that he should strive at all times to conduct his work in such a manner as to insure his own safety and that of his fellow workers.

17. Transfer of Apprentices

It shall be the duty and responsibility of the local joint committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice all-round training and experience in the various branches of the trade, or where the employer's business is of such character as not to provide reasonably continuous employment over the entire period of apprenticeship, the local joint committee may arrange to transfer the apprentice to another employer who shall assume all the terms and conditions of the local standards.

18. Adjusting Differences

In case of dissatisfaction between the employer and the apprentice, either party has the right and privilege of appeal to the local joint committee for such action and adjustment of such matters as come within these standards. The decision of the local committee shall be final in questions involving local apprenticeship standards.

19. Certificate of Completion of Apprenticeship

Immediately after the apprentice has passed his journeyman examination, he shall be furnished a certificate attesting to the satisfactory completion of his term of apprenticeship. Where such certificates are provided by the registration agency, the local committee may request issuance of a certificate by that agency.

Part II

ADAPTING NATIONAL STANDARDS FOR CARPENTRY APPRENTICESHIP TO LOCAL USE

1. Formation of the Local Carpentry Joint Apprenticeship Committee

It is recommended that a local joint apprenticeship committee, representative of management and labor, be formed to be responsible for the administration of the local apprenticeship system, and for coordinating it, where desirable, with the apprenticeship systems of other groups in the community. Therefore:

(a) Where organizations of employers and employees exist, such organizations should each appoint an equal number of its members to serve on the local joint apprenticeship committee.

(b) Where no employer or employee organization exists, a committee may be formed in like manner by volunteers who agree to carry out the National standards herein set forth.

2. Coverage

It is the duty of each local joint committee to definitely identify its territory of operation and to assume responsibility for the training of all carpentry apprentices within such area.

3. Duties of the Joint Committee

The local joint committee shall prepare local apprenticeship standards consistent with these National standards, and covering such items as a schedule of work experience on the job, provision for reviewing or testing the apprentice's progress both on the job and in related instruction classes, a progressively increasing schedule of wages for apprentices, the method of selecting apprenticeship applicants, provision for the adjustment of complaints regarding apprenticeship, and procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local joint committee to:

(a) Conduct surveys to determine the need for, and the availability of, apprentices in the local area.

(b) Ascertain whether each employer undertaking to train apprentices has the necessary facilities and is performing construction operations in which training can be made effective.

(c) Place each apprentice under agreement.

(d) Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.

(e) Conduct the final examination for apprentices to establish their status as journeymen in the trade.

(f) Prepare and submit all reports concerning its apprentice-training program that may be legally required by local, State, of Federal agencies, and the respective national organizations.

(g) Supervise the enforcement of all provisions of the standards.

4. Related Instruction Classes

The responsibility for establishing classes for the instruction of apprentices in subjects related to the trade rests with the vocational schools. The responsibility for requiring and enforcing school attendance rests with the local joint committee. Upon request of the school, the committee may also advise it on subjects to be taught and equipment to be used, and recommend qualified persons as instructors. Because of this mutuality of interests, the local joint committee may request a representative of the local vocational schools to sit with it to advise on all problems affecting the related instruction of apprentices, or any other problem affecting apprenticeship. If there is no local vocational school, the State Board for Vocational Education shall be requested to designate a person to act as consultant to the committee.

The school representative can advise the committee whether classes are available, or can be made available, and apprenticeship plans can thus be adjusted according to local facilities.

Where related classroom instruction in the trade cannot be made available immediately, and pending its establishment, the local joint committee may authorize substitution of correspondence or other industrial courses of equivalent value.

5. Filing With Registration Agency

As soon as the local apprenticeship standards have been set up, the local joint committee shall file a copy with the registration agency. The joint committee shall also furnish the registration agency with any additional information required by Federal or State laws or rulings affecting apprentices. This procedure is essential to maintain uniformity in basic carpentry apprenticeship standards and records. The joint committee shall also register a copy of each apprenticeship agreement with the registration agency.

6. Cooperating Agencies

The local carpentry joint apprenticeship committee may secure assistance in the formulation and administration of its apprenticeship standards from:

(a) The Associated General Contractors of America, Inc., Munsey Building, Washington, D. C.

(b) The United Brotherhood of Carpenters and Joiners of America, Carpenters' Building, Indianapolis, Ind.

(c) State Apprenticeship Council, State Labor Department, or State Industrial Commission.

(d) The Bureau of Apprenticeship, U. S. Department of Labor, acts upon request in a consulting capacity on all subjects relating to apprentices as employed workers. These include: labor standards applicable to apprentices, the development of administrative procedures for the conduct of apprenticeship, and the distribution of information concerning the practical handling of apprenticeship problems. Special bulletins on developing local apprenticeship standards, and copies of trade apprenticeship standards may be obtained by writing this Bureau at Washington, D. C. (See other publications issued by Bureau of Apprenticeship in last part of booklet.)

(e) The Division of Vocational Education, U. S. Office of Education, is responsible for the administration and supervision of Federal funds appropriated for apportionment among the States for vocational education. These funds are available for use in providing instruction to apprentices in related subjects, and in setting up classes for journeymen.

Certificate of Registration

NATIONAL CARPENTRY APPRENTICESHIP STANDARDS
(Jointly Sponsored by the Associated General Contractors of America, Inc. and the United Brotherhood of Carpenters and Joiners of America)

Nation-Wide

This certifies that the program of apprenticeship for the organization named above has been duly registered as part of the National Apprenticeship Program by the Bureau of Apprenticeship of the United States Department of Labor in accordance with the standards recommended by the

Federal Committee on Apprenticeship

for the trade classification of CARPENTER

Martin P. Durkin
Secretary of Labor

W. J. Patterson
Director of the Bureau of Apprenticeship

September 6, 1941
Date Rev. 8/24/53 Registry No. 74243-A

TRADE EXPERIENCE SCHEDULE FOR CARPENTER APPRENTICES

The following schedule is an example of the type of work experience and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	Hours of experience
A. *Form Building*	850
1. Build and place straight concrete forms.	
2. Build and place irregular concrete forms.	
3. Build and place concrete forms for stairways and floors, walls and columns.	
B. *Rough Framing*	1,500
1. Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction.	
C. *Outside Finishing*	1,200
1. Application of cornice and wall trim.	
2. Set door and window frames.	
3. Application of trimming fixtures.	
4. Roof covering.	
D. *Inside Finishing*	1,700
1. Application of door and window trim.	
2. Fit and sand doors and windows.	
3. Application of baseboards and moldings.	
4. Construction and setting cases, wardrobes, stair work.	
5. Flooring.	
E. *Hardware Fitting*	500
1. Application of hardware and fittings to exterior and interior of building, doors and windows.	
F. *Layout*	750
1. Batterboards.	
2. Partitions	
3. Doors and windows.	
4. Box-out in concrete walls	
G. *Care and Use of Tools and Woodworking Machinery*	1,000
H. *Miscellaneous*	500
1. Scaffolding, walkways, shoring, sheds, etc.	
Total	8,000

APPRENTICE RECORD KEEPING

To maintain a current record of the progress and ability of apprentices, an accurate record-keeping system, covering the pertinent points, is essential. A number of different types of record-keeping systems are in use in the different areas. Some systems include a variety of record-keeping forms—daily, weekly, monthly, as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced on the following page is a simply designed record-keeping form used by joint apprenticeship committees in a number of localities. It is presented as an example to those in charge of apprentice training in other localities in establishing their own record-keeping systems. This form covers a 2-week period and is accumulative. The number of hours the apprentice has been trained on the job in each group of work processes are recorded in columns A through H, and the hours of related classroom instruction are recorded in the next column. Provision is made for verification of hours spent in related instruction.

It will be noted that the data recorded during each 2-week period is carried forward to the next 2-week record. In this way a current and complete record of the progress of each apprentice may be kept on this single form.

The samples of other record-keeping systems may be obtained, upon request, through field representatives of the Bureau of Apprenticeship.

CARPENTER APPRENTICE RECORD-KEEPING REPORT

Name ..... Address ..... City .....

Employer ..... Address ..... City .....

Month	Year 19	Employer or foreman verify and sign above				Give job address above				
Total hours required	850	1,500	1,200	1,700	500	750	1,000	500		
Schedule	A Form building	B Rough framing	C Outside finishing	D Inside finishing	E Hardware fitting	F Layout	G Care of tools	H Miscellaneous processes	Hours of related instruction	Instructors verification
Hours carried forward										
Date										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday									↑ Total school hours above	
Total hours to date										

Remarks can be written on reverse side

Enter grand total above ↑

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

THIS AGREEMENT, entered into this ..... day of ....., 195.. between the parties to ..... represented by the (Name of local apprenticeship standards) Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and ..... born ....., hereinafter referred to (Name of apprentice) (Month) (Day) (Year) as the APPRENTICE, and (if a minor) ....., herein- (Name of parent or guardian) after referred to as his GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said apprentice in the trade of ..... as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work incidental to the said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The Apprenticeship Standards referred to herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience at trade, if any..... {Hours. {Years. Apprenticeship remaining..... {Hours {Years.

Other conditions ....

In witness whereof the parties hereunto set their hands and seals:

..... [SEAL]
(Apprentice)
.....
(Address)
..... [SEAL]
(Parent or guardian)

..... [SEAL]
(Representative of Joint Apprenticeship Committee)
.....
(Title)
.....
(Representative of Joint Apprenticeship Committee)
..... [SEAL]
(Title)

Registered by the .....
(Name of registration agency)
By ..... Title ..... Date ....., 195..

The undersigned agrees to provide employment and training in accordance with standards named herein.

.....
(Employer)
.....
(Address)
.....
(Employer)
.....
(Address)

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Front View)

Veteran: Yes ..... No .....
V. A. No. .....
P. L. 16 ..... P. L. 346 .....
Married ..... Single .....
Number of dependents .....

THIS AGREEMENT, entered into this ..... day of ....., 195..
between ....., hereinafter termed the EMPLOYER, and
(Name of employer)
....., born ....., hereinafter
(Name of apprentice) (Month) (Day) (Year)
termed the APPRENTICE, and (if a minor), ...
(Name of parent or guardian)
hereinafter referred to as the GUARDIAN.

WITNESSETH THAT: The EMPLOYER agrees to employ and train the APPRENTICE, and the APPRENTICE agrees to apply himself diligently and faithfully to the work of the trade named herein during the period of apprenticeship, in accordance with the terms and conditions of the .....
..... incorporated in and made a part of this
(Name of Apprenticeship Standards)
agreement; or, as covered by the terms and conditions on the reverse side of this agreement.

Trade ..... Term of apprenticeship .....
(Hours or years)
Credit for previous trade training or experience ..... Apprenticeship remaining ..... Explanation, if any, of credit granted: .....
(Hours or years)
(Hours or years)
.....

This agreement may be canceled at any time by either party thereto, by filing notice of such cancellation and the reason therefor with the Registration Agency named below.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals:

..... [SEAL] ..... [SEAL]
(Apprentice) (Name of employer-company)
....
(Address) (Address)
..... [SEAL] ..... [SEAL]
(Parent or guardian) (Authorized official)
Date ..... Date .....
Approved by ..... Joint Apprenticeship Committee, on
Date ..... by ..... [SEAL]
(Chairman or secretary)
Registered by ....., on
(Name of Registration Agency)
Date ..... by ..... [SEAL]
.....
(Title)

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Back View)

TERMS AND CONDITIONS

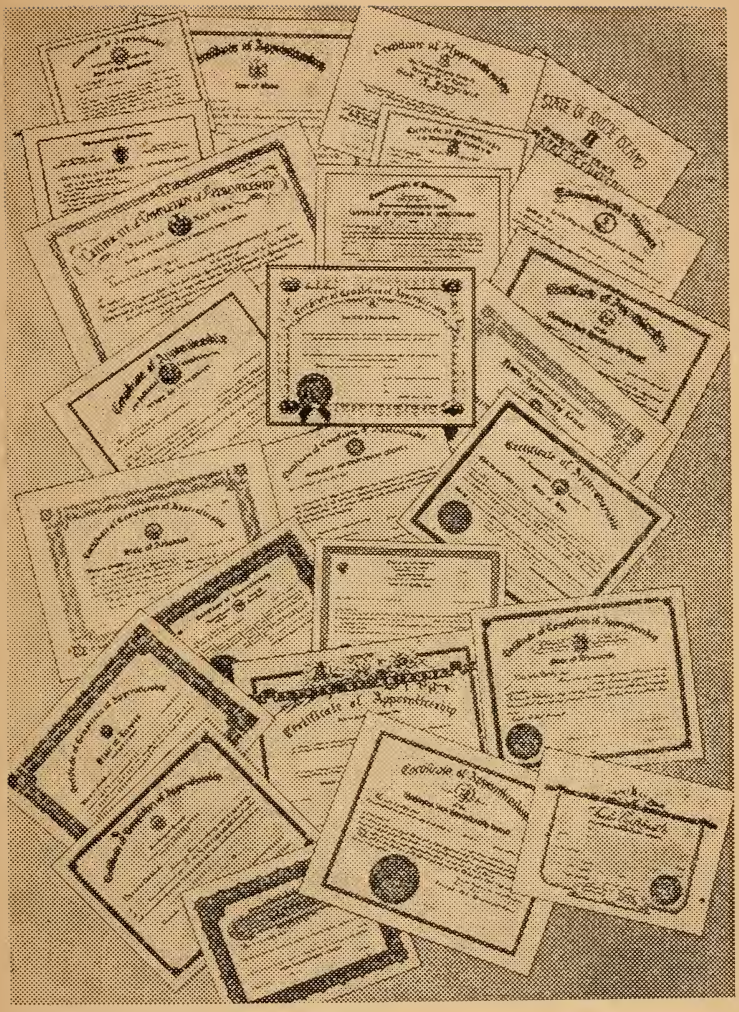
1. Term of Apprenticeship and Period of Probation:
   (*a*) Total term . . . calendar years, or . . . hours (*b*) Probationary period, . . . months, or . . . hours
2. Work of the Trade in Which the Apprentice Is To Receive Adequately Supervised Instruction and Experience, of Which a Record Will Be Kept:

(*a*) LIST HERE: *Major processes, branches, or phases of the trade to be taught apprentice:*	(*b*) LIST HERE: *Approximate time, in hours, months, or percent of apprenticeship:*

3. Progressively Increasing Wage Scale To Be Paid the Apprentice:
   (*Scale may be expressed in money or percent of journeyman's rate*)

1st 1,000 hours (6 months)	7th 1,000 hours (6 months) .....
2d 1,000 hours (6 months)	8th 1,000 hours (6 months) .....
3d 1,000 hours (6 months)	9th 1,000 hours (6 months) .....
4th 1,000 hours (6 months)	10th 1,000 hours (6 months) .....
5th 1,000 hours (6 months)	11th 1,000 hours (6 months) .....
6th 1,000 hours (6 months)	12th 1,000 hours (6 months) .....

   Journeyman's rate as of ..... is $.....

4. Number of Hours per Week or per Day To Be Worked by the Apprentice:
   (*Actual overtime hours, if any, to be credited toward apprenticeship term*)
   (*a*) Hours per week ..... (*b*) Hours per day .....
5. Number of Hours of Related Classroom Instruction:
   (*144 hours per year—4 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school, other trade, industrial, or correspondence courses of equivalent value may be substituted*)
   (*a*) ..... week ..... year (*b*) School or course .....
6. Other Provisions:
   (*A Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the apprenticeship, in accordance with standards covered herein*)

Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or by the Bureau of Apprenticeship in States in which no such agency is established.

THE ASSOCIATED GENERAL CONTRACTORS
of America, Inc.

MUNSEY BUILDING WASHINGTON, D. C.

September 15, 1941

TO GENERAL CONTRACTORS.

One of the principal objectives of this Association is to further the development of a sound and practical program for the training of apprentices through a nationwide program. It is the responsibility of our Industry to insure insofar as is possible, an adequate supply of competent craftsmen to serve the public's needs.

We therefore recommend to general contractors, and to Chapters and Branches of the Associated General Contractors of America, Inc., that the fullest cooperation be extended to employees in the Carpentry Trades in establishing apprenticeship programs.

The National Standards for Carpentry Apprenticeship as published in this bulletin outline suggested methods and procedures, and are a framework within which local apprenticeship standards may be built.

It is imperative that the Industry undertake to develop such Carpentry Apprenticeship systems in the localities where conditions may warrant and permit.

The Associated General Contractors of America, Inc. stands ready and willing to render all possible assistance in the achievement of this objective.

Sincerely yours,

Wm. Joshua Barney, Chairman
Apprenticeship Committee, The Associated
General Contractors of America, Inc.

attest:
H.E. Foreman, Managing Director.

Affiliated with
CHAMBER OF COMMERCE OF THE UNITED STATES AMERICAN STANDARDS ASSOCIATION
NATIONAL SAFETY COUNCIL

WM. L. HUTCHESON, GENERAL PRESIDENT
UNITED BROTHERHOOD OF CARPENTERS
AND JOINERS OF AMERICA

OFFICE: CARPENTERS' BUILDING
522 EAST MICHIGAN STREET
INDIANAPOLIS, IND.

Dec. 11, 1941.

To All Local Unions of the
United Brotherhood.

Brothers, Greeting:-

In accordance with the action of our Convention held in Lakeland, Florida in December, 1940 a Committee representing the Brotherhood met in cooperation with Committees representing the Associated General Contractors of America , and the National Association of Building Trades Employers.

With the assistance of the personal of the Federal Committee on Apprenticeship a set of National Standards as presented in this bulletin have been developed and approved by both the Contractors Associations above mentioned, and the General Executive Board of the United Brotherhood.

The National Standards for Carpentry Apprenticeship are intended as a guide for members of the trade interested in determining local apprenticeship standards. All local unions are urged to study these National Standards, and cooperate with the local contractor's association in establishing a joint apprenticeship system for the Carpentry trade in their locality.

The Federal Committee on Apprenticeship maintain a staff of Field Supervisors who are always willing and anxious to assist all local unions and the contractors in establishing an apprenticeship system, and we recommend that all our local unions arrange to put same in effect locally as quickly as possible.

Fraternally yours,

Wm. L. Hutcheson

GENERAL PRESIDENT.

REGIONAL OFFICES
BUREAU OF APPRENTICESHIP

For information regarding the services of field representatives of the Bureau of Apprenticeship in the establishment of apprenticeship systems communicate with the nearest office listed below:

REGION I (Maine, N. H., Vt., Mass., R. I., Conn.)	Joseph E. Johnson, Regional Director Room 501, 18 Oliver St. Boston 10, Mass.
REGION II (N. Y., N. J.)	Richard L. O'Hara, Regional Director Room 1318, 270 Broadway New York 7, N. Y.
REGIONS III–IV (Pa., Del., Md., Va., W. Va., N. C., D. C.)	Robert F. Handley, Regional Director Room 801, Lafayette Bldg. 434 Chestnut St. Philadelphia 6, Pa.
REGION V (S. C., Tenn., Ga., Miss., Fla., Ala.)	Charles N. Conner, Regional Director Room 657, Peachtree and 7th St. Bldg. 50 Seventh St. Atlanta 3, Ga.
REGION VI (Ohio, Mich., Ky.)	John R. Newland, Regional Director 224 Engineers' Bldg. Cleveland 13, Ohio
REGION VII (Ill., Ind., Wis.)	Cecil L. Utterback, Regional Director Room 1000, Bankers' Bldg. 105 West Adams St. Chicago 3, Ill.
REGION VIII (N. Dak., S. Dak., Minn., Mont.)	John F. Barrett, Regional Director Room 410, Northwestern Federal Bldg. 730 Hennepin Ave. Minneapolis 3, Minn.
REGION IX (Mo., Kans., Nebr., Iowa)	Taylor F. Custer, Regional Director Room 1509, Federal Office Bldg. 911 Walnut St. Kansas City 6, Mo.
REGION X (La., Tex., Okla., Ark.)	Travis J. Lewis, Regional Director Room 226, 1114 Commerce St. Dallas 2, Tex.

REGION XI (Utah, Wyo., Colo., N. Mex.)	Clifford B. Noxon, Regional Director Room 412, New Custom House 19th and Stout Sts. Denver 2, Colo.
REGION XII (Ariz., Nev., Calif.)	Broncel R. Mathis, Regional Director Room 1040, Flood Bldg. 870 Market St. San Francisco 2, Calif.
REGION XIII (Idaho, Wash., Oreg.)	Walter E. Griffin, Regional Director Room 608, Federal Office Bldg. 1st and Marion Sts. Seattle 4, Wash.

TERRITORIAL REPRESENTATIVES

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HAWAII	Bernard P. Ney 339 Federal Bldg. Honolulu, T. H.

NATIONAL CONSULTANT ON APPRENTICESHIP FOR THE CONSTRUCTION INDUSTRY

Maurice M. Hanson
Bureau of Apprenticeship
U. S. Department of Labor
Washington, D. C.

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

(Including names of full-time directors)

John T. Weir, Secretary
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Industrial Commission
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Vermont Apprenticeship Council
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Montpelier, Vt.*

Robert H. Wilson, Director
Virginia Apprenticeship Council
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Richmond, Va.*

John E. Vance
Supervisor of Apprenticeship
Department of Labor and Industries
313 New Field Artillery Armory
305 Harrison St.
Seattle 9, Wash.*

Walter F. Simon, Director
Apprenticeship Department
Wisconsin Industrial Commission
1 West Wilson St.
Madison, Wis.*

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*State apprenticeship law enacted.

OTHER PUBLICATIONS ISSUED BY BUREAU OF APPRENTICESHIP

Copies of any of the following publications may be obtained free of charge by writing to the Bureau of Apprenticeship, U. S. Department of Labor, Washington 25, D. C., or to the nearest regional office listed in this booklet.

THE NATIONAL APPRENTICESHIP PROGRAM: This 30-page booklet reviews the development of apprenticeship in this country, and explains the functions of the Bureau of Apprenticeship, State agencies, and National, State, and local apprenticeship committees.

YOUR SKILL IMPROVEMENT PROGRAM: This 16-page pamphlet is designed to help employers train workers on all levels, including apprentices and workers in occupations not requiring the versatility needed for craftsmanship in the skilled trades. Contained in the pamphlet are ideas and suggestions for the organization and operation of skill-improvement programs, and a check list to enable employers to make spot evaluations of their current training systems and training needs. The pamphlet also outlines services of the Bureau of Apprenticeship available to employers in establishing training programs to meet those needs.

JAC—KEY TO SUCCESSFUL APPRENTICESHIP IN THE CONSTRUCTION INDUSTRY: Designed for the guidance of local building-trade apprenticeship committees, this booklet outlines the functions of joint apprenticeship committees in the construction industry.

APPRENTICESHIP PAYS DIVIDENDS: This brief pamphlet, designed especially for employers (reading time 3 minutes), offers 10 ways in which apprenticeship nets worthwhile profits.

LOOKING AHEAD BY WAY OF APPRENTICESHIP: A simply expressed explanation of apprentice training and its advantages to young men in equipping them for careers as craftsmen in the skilled trades. Also explains the functions of joint management-labor apprenticeship committees, Bureau of Apprenticeship and State apprenticeship agencies.

THEIR FUTURE IS IN THEIR HANDS: This human-interest article cites examples of young men who have taken advantage of the opportunities provided by apprentice training in the construction industry. Reprinted from THE KIWANIS MAGAZINE.

Apprentice Training—The Keystone of Craftsmanship: Stressed in this article is the vital necessity for thorough apprentice training to assure high-quality workmanship in the building trades, and the responsibility of joint labor-employer apprenticeship committees and the unions in training apprentices. Reprinted from the UNITED ASSOCIATION of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry JOURNAL.

Evaluating Apprentices: A technical booklet containing two articles entitled respectively, "The Cost of Training and Value of Production of Apprentices," and "Apprentice Record Cards." Of special interest to training directors and others directly in charge of apprentice training.

National Apprenticeship Standards: Separate National standards for the following trades have been formulated by National joint apprenticeship committees for the guidance of local joint committees in administering their apprentice training programs—Bricklaying; Cement Masonry, Asphalt, and Composition; Electrical Contracting; Painting, Decorating, and Paperhanging; Plastering; Plumbing; Roofing; Sheet Metal Work; Stained Glass Work; Steam Fitting; Terrazzo and Mosaic Work; and Tile Setting.

AVAILABLE THROUGH SUPERINTENDENT OF DOCUMENTS

The following booklets may be obtained by writing to the Superintendent of Documents, United States Government Printing Office, Washington 25, D. C.

Apprentice Joe Learns Construction Safety: 12-page, pocket-size booklet, jointly prepared by Bureau of Apprenticeship and Bureau of Labor Standards. Explains briefly safety methods in handling materials, tools and equipment, in excavation work and when on a scaffold; where and when to wear safety goggles and protective apparel; importance of cleanliness and orderliness in shop. 10 cents a copy.

Apprenticeship—Past and Present—A Story of Apprentice Training in the Skilled Trades Since Colonial Days: A 28-page, illustrated, popularly written booklet describing the development of apprentice training procedures and systems since Colonial days. It contrasts the antiquated methods of the past with those adopted today by employers and labor throughout American industry. Cited for comparison with present-day apprenticeship agreements are apprentice indentures dated 1640, 1833, 1869, and 1883. Described in the booklet are the experiences of Benjamin Franklin as an apprentice in 1716 and of apprentices in subsequent years. 15 cents a copy.

U. S. GOVERNMENT PRINTING OFFICE: 1954

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